

# Chapter 5:

## Labor Distribution

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### *Overview*

Labor distribution enables users to:

- Establish routine labor distribution schedules (defaults) for each employee.
- Post exceptions to routines.

This subsystem works in conjunction with the Commonwealth's payroll system – the Human Resources/Compensation Management System (HRCMS). While it offers an opportunity to improve on the information kept there, it does not replace HRCMS. PCRS links attendance and payroll data in the payroll system with the distribution of labor costs for an employee maintained in PCRS.

HRCMS assumes that each employee is paid from the single MMARS appropriation associated with his or her position (Account Code assignment in HRCMS) and that every hour of the employee's time should be charged in the same way. This approach is not realistic for many departments. Employees have a broad base of skills and may work on many tasks, projects or programs in the course of a pay period. These tasks, projects or programs may be funded from different areas. **The PCRS labor distribution subsystem permits labor costs to be charged to the cost centers that fund the work the employee is authorized to perform.** It also enables departments to track labor costs accurately throughout the year by the use of customized fields.

## Labor Distribution

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### ***PCRS Dependency on HRCMS Data Entry***

The payroll system and PCRS are linked by a series of interfaces. When users enter Employee Maintenance transactions (Hire, Terminate, Promote, Demote, Transfer) in HRCMS, the information is sent to PCRS where it establishes a Labor Distribution Default for a new employee, or replaces/inactivates an existing default with a new one where necessary. These defaults determine how payroll expenditures are posted in MMARS.

Any attendance and payroll exceptions posted in HRCMS can be accessed via PCRS through the Labor Exceptions interface. Based on the latest HRCMS calculation of exceptions or default payroll, a user in PCRS can retrieve the data and modify how each earnings type will be distributed in MMARS and PCRS when payroll production runs.

Labor Distribution is a flexible subsystem that departments can customize using the Rules Subsystem. The screens you see online will reflect your department's choices and may differ somewhat from the illustrations shown in this chapter. Possible differences are discussed as they arise.

***Policy***

For an explanation of the Commonwealth's policies on this subsystem, refer to the ***Payroll Expenditure Policy Manual***. The manual is available on the Comptroller's website:

<http://www.state.ma.us/osc/Payinfo/payroll/PolicyFin.pdf>

***PCRS Screens***

You appoint and terminate employees, and enter their attendance and payroll exceptions in HRCMS. If you are working on payroll and attendance exceptions, you must decide if it is necessary for you to adjust labor distribution in PCRS based on your HRCMS postings.

There are two screens available to you in PCRS that enable you to modify an employee's routine labor distribution work schedule and/or post exceptions to the routine as needed.

**1. The PCRS Maintain Cost Accounting Default Record screen:**

Changes to this screen are of a permanent nature. Payroll expenditures for every payroll will hit MMARS/PCRS according to this default, unless you make another permanent change to this screen, or make an exception to it using:

**2. The PCRS Maintain Current Labor Exception screen:**

Changes to this screen will apply only to the pay period for which they are entered. The system then reverts to the Cost Accounting Default Record for ensuing payrolls.

Labor distribution exceptions are similar in concept to attendance and payroll exceptions used in the payroll system. If the employee's labor distribution during a particular pay period should be charged in a way that differs from the routine, you post a labor exception.

You can use the PCRS Time Log as your source of information for attendance, payroll, and labor exceptions. This log is described more completely in the section, ***The PCRS Time Log***, at the end of this chapter.

## Section I – Cost Accounting (Labor Defaults)

### Overview

When you appoint, promote, demote or transfer an employee in HRCMS, PCRS creates a routine labor distribution work schedule (or Cost Accounting Default Record) automatically. You cannot go directly into PCRS and create the original default record.

See the **HRCMS HR Core** training manual for instructions on employee maintenance transactions. The Employee Maintenance interface from HRCMS to PCRS sends data intermittently (every few seconds) during on-line hours. So by the time your entry is completed in HRCMS and you log on to PCRS, the employee's labor default record is established and accessible. *Future effective dated* transactions are sent in the nightly batch transmission.

### How to Access The Maintain Cost Accounting Default Record

See the section on **Accessing PCRS** for how to get to the PCRS Main Menu.

Once at the **PCRS Main Menu**, access an employee's default labor distribution schedule using menu selection **02 Maintain Cost Accounting Default Record**:

```

Screens for defaults:

Choose an option or press <PF3> to exit PCRS.
No cost accounting exceptions have been changed.
VPCRS000 **** P C R S **** (SYSTEM TEST) TEST: Work In Progress      9/29/2000
CTRAEY                               PCRS Main Menu                9:53 AM
-----

Selection: 2_

01 Cost Accounting Exception Posting
02 Cost Accounting Default Distribution
03 Cost Accounting Adjustments
04 Cost Accounting Rules
06 Release Held Paychecks (CTR Only)
07 PCRS System Maintenance (CTR Only)
08 PMIS Main Menu

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Done  Help  Reset Exit              OnOff

```

Hit <Enter>.

**Selecting  
Employee  
Default  
Records**

```

Specify employee or use list: <Enter> when done.
VPCRS01  **** P C R S **** (SYSTEM TEST)  TEST: Work In Progress    9/29/2000
CTRAEY          Maintain Default Cost Accounting Information        1:29 PM
-----
Select Employee, Organization, and Function

                        Current Period
                        -----
                        Year: 2000
                        Pay Period End Date: 09/16/2000

                        Department/Org: XYZ 1000

                        ( Show List X ) ( Select All _ )

                        Employee SSN: _____
OR
                        Employee ID:  _____

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Done  Help  Reset Exit          Pr FY                               Maint Menu

```

Enter the Department and Org code where the employee resides in HRCMS (same as the HRCMS Dept ID).

**To select one employee :**

1. Type the employee's social security number in the **Employee SSN** field.

**Or**

Type the employee's HRCMS Employee ID in the **Employee ID** field.

2. Hit **<ENTER>**.

**To select all employees:**

1. Type an **X** in the **Select All** field.
2. Hit **<ENTER>**.

**To select a group of employees:**

1. Type an **X** in the **Select List** field
2. Hit **<ENTER>**.

We will select a group.

## Labor Distribution

A pop up window appears with the names of all the employees in the Department/Org you selected.

**-Choose Employees-**

Mark to Select. <PF8> for more. <Entr> when done.  
(Start From Last Name: \_\_\_\_\_ )

Sel	Employee ID	SSN	Employee Name	Position
<input checked="" type="checkbox"/>	PCRS9870	028-32-3436	BAY, MARINA	00008900
<input checked="" type="checkbox"/>	PCRS9871	028-32-3438	BIG, GOLF	00008901
<input checked="" type="checkbox"/>	PCRS9872	028-32-3440	CHAN, ALINA	00008902
<input checked="" type="checkbox"/>	PCRS7005	021-98-7456	COX, JUDY	00007005
<input checked="" type="checkbox"/>	PCRS7002	021-45-9878	DO, TO	00007002
<input type="checkbox"/>	PCRS777A	021-45-8967	DU, MA	00007005
<input type="checkbox"/>	PCRS777D	021-89-5465	LU, DU	00007777
<input type="checkbox"/>	PCRS77	021-89-9875	LU, MA	00007005
<input type="checkbox"/>	HCC3003	130-03-3003	Musgrove, Henrietta	00000603
<input type="checkbox"/>	PCRS7017	021-89-7548	MONA, KEY	00007017

Employee ID: \_\_\_\_\_

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---  
Done Help Reset Exit Pr FY Maint Menu

1. Type an **X** in front of each name you want. If the name is not visible, type the first few letters of the last name in the “Last Name” field and hit **<Enter>**. This begins the list alphabetically where you need it.
2. To scroll forward through the list, hit **<PF8>**.
3. When you have marked all your entries, hit **<ENTER>**.

Hitting **<ENTER>** for any of the select options above brings you to the employee record, or the first employee record in the group you selected.

## Labor Distribution

### Default Record Information

```

Review or change; <Enter> when done; mark 'M' field to add lines.
VCOSTM02                                     9/29/2000
CTRAEY                                       1:45 PM
Employee: BAY, MARINA                     Auth Hrs: 75.00 Dsp: Percent FY: 2001
SSN: 028-32-3436 EmpID: PCRS9870          Obj: A01 PosNo: 00008900 Pos Acct: 71090031
Ln 1 of 1      Ln of      Ln of      Ln of      Ln of
Distrib 100.000 M          M          M          M          M
Earn Cde ALL    -          -          -          -          -
Dept Org XYZ 1000 -          -          -          -          -
Acct/Obj 71090031 ALL -          -          -          -          -
Program
SOB/SOrg
P/C/G I
Activity
GOLFERS
HOOPERS
Dept 3
Dept 4
Dept 5
Dept 6
Sect 1
Sect 2
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Done Help Reset Exit VuOne Calc Hours Skip Prior <=== ===> Menu
  
```

This illustration displays the data you would see if you had just appointed Marina Bay to a position in HRCMS.

When PCRS created its record, it filled the following fields with information taken from HRCMS:

- Employee Name
- Social Security Number
- Employee ID
- Authorized Hours for the employee
- Default Object Code
- Position Number
- Position Assigned Account
- MMARS Org
- MMARS Department

PCRS added values in the following fields:

- |                           |                     |
|---------------------------|---------------------|
| ■ Fiscal Year             | Current fiscal year |
| ■ Distribution Percentage | 100%                |
| ■ Earnings Code           | ALL                 |
| ■ Object Code             | ALL                 |

## Labor Distribution

### *The “ALL” Category*

PCRS uses ALL as a catchall earnings type. Any earnings code you do not enter specifically will be charged according to the ALL distribution. Having the ALL category means that you do not need to create a default for every earnings code to which the employee may charge hours. If, for example, you distribute REG time to one account, VAC time to another and ALL to a third, PCRS will know what to do with any HRCMS earnings code. REG and VAC time will be charged to the accounts specified. If the employee has time for jury duty, sick leave, or any other earnings code, that time will be charged to the account covered by the earnings type ALL.

Having the ALL earnings type in PCRS does not mean that the employee's time cannot be tracked accurately. The labor history will reflect each earnings code you post in HRCMS, not the PCRS ALL category.

### *How To Alter The Default Screen's Layout And Appearance*

There are two view changes you can make to the Labor Default screen.

The Default Display is Percent.

```
Review or change; <Enter> when done; mark 'M' field to add lines.
VCOSTM02                                     9/29/2000
CTRAEY                                       1:45 PM
Employee: BAY, MARINA                     Auth Hrs: 75.00 Dsp: Percent FY: 2001
SSN: 028-32-3436 EmpID: PCRS9870          Obj: A01 PosNo: 00008900 Pos Acct: 71090031
Ln 1 of 1      Ln of      Ln of      Ln of      Ln of
Distrib 100.000 M      M      M      M      M
Earn Cde ALL      -      -      -      -      -
Dept Org XYZ 1000      -      -      -      -      -
Acct/Obj 71090031 ALL      -      -      -      -      -
Program      -      -      -      -      -
SOB/SOrg      -      -      -      -      -
P/C/G I      -      -      -      -      -
Activity      -      -      -      -      -
GOLFERS      -      -      -      -      -
HOOPERS      -      -      -      -      -
Dept 3      -      -      -      -      -
Dept 4      -      -      -      -      -
Dept 5      -      -      -      -      -
Dept 6      -      -      -      -      -
Sect 1      -      -      -      -      -
Sect 2      -      -      -      -      -
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Done Help Reset Exit VuOne Calc Hours Skip Prior <=== ===> Menu
```



## Labor Distribution

Use <PF6> (**Hours**) to change the display of labor distribution from a percent of the employee's total hours to the actual number of hours. In the illustration above, hitting <PF6> would have the following effects:

```

Review or change; <Enter> when done; mark 'M' field to add lines.
VCOSTM02                                     9/29/2000
CTRAEY                                     2:03 PM
Employee: BAY, MARINA                      Auth Hrs: 75.00 Dsp: Hours  FY: 2001
SSN: 028-32-3436 EmpID: PCRS9870          Obj: A01 PosNo: 00008900 Pos Acct: 71090031
Ln 1 of 1      Ln of      Ln of      Ln of      Ln of
Distrib 75.000 M      M      M      M      M
Earn Cde ALL_      _      _      _      _
Dept Org XYZ 1000  _      _      _      _
Acct/Obj 71090031 ALL _      _      _      _
Program      _      _      _      _
SOB/SORG      _      _      _      _
P/C/G I      _      _      _      _
Activity      _      _      _      _
GOLFERS      _      _      _      _
HOOPERS      _      _      _      _
Dept 3      _      _      _      _
Dept 4      _      _      _      _
Dept 5      _      _      _      _
Dept 6      _      _      _      _
Sect 1      _      _      _      _
Sect 2      _      _      _      _
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Done Help Reset Exit VuOne Calc Prcnt Skip Prior <=== ===> Menu
  
```

1. The value in the **Display** field would change from **Percent** to **Hours**.
2. The **Distribution** on line 1 would change from 100.000 percent to **75**, the number of hours Marina Bay is authorized to work in a pay period.

**The Hours display is useful** if you are creating lines for the earnings type REG or ALL. In that case, you can enter a number of hours rather than a percent. PCRS knows how many hours the employee is authorized to work each pay period. If you choose to work in the Hours format, the total distribution of REG or ALL hours must equal the employee's authorized hours.

**The Percent display is used** if you are creating lines for any earnings type other than REG or ALL. Regardless of the format you use, you must enter an amount in the distribution line. For any earnings type other than REG or ALL, you must enter that amount as a percent. If you choose to work in the Percent format, you must account for 100% of each earnings type you distribute on the routine distribution screen. While you can distribute the costs for any one earnings code to several programs, accounts or other attributes, the distribution total for each earnings code must equal 100%.

To change back to a percent, hit < PF6 > (now labeled Percent).

## Labor Distribution

- Use <PF4> (**VuOne**) to change the arrangement of the entry fields from the vertical columns of the VuAll screen to the horizontal rows shown below in the VuOne screen. Press <PF4> (now labeled VuAll) again to return to the VuAll layout.

```
Review or change; <Enter> when done; mark 'M' field to add lines.

VCOSTM01 **** P C R S **** (SYSTEM TEST)  TEST: Work In Progress      9/29/2000
CTRAEY                Maintain Cost Accounting Default Record          2:21 PM

-----
Employee: BAY, MARINA                      Auth Hrs: 75.00 Dist: 75.000__ Hours
SSN: 028-32-3436 EmpID: PCRS9870          Obj: A01 PosNo: 00008900 Pos Acct: 71090031
Default Cost Accounting Line 1 of 1                      FY: 2001
M ECde Dpt Org Account Obj Pgm SObj SOrg Prj/Cl/Grc I Activity
-----
_ ALL_ XYZ 1000 71090031 ALL _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
GOLFERS HOOPERS Dept 3   Dept 4   Dept 5   Dept 6   Sect 1   Sect 2
-----

Default Cost Accounting Line      of                      Distribution: _____ Hours
M ECde Dpt Org Account Obj Pgm SObj SOrg Prj/Cl/Grc I Activity
-----
GOLFERS HOOPERS Dept 3   Dept 4   Dept 5   Dept 6   Sect 1   Sect 2
-----

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Done  Help  Reset Exit  VuAll Calc  Prcnt Back  Frwd  Prior Skip          Menu
```

Use <PF6 > and <PF4> to select the most comfortable data entry pattern for you. Your choices affect only your single data entry session. They do not carry over from session to session and they do not affect any other user.

### *Custom Features Of The Labor Cost Accounting Default Screen*

Your screen may not look exactly like either the VuAll or VuOne screens in our illustrations. The field headings **Dept-1** through **Dept-6** and **Sect-1** and **Sect-2** may be replaced with headings created by your department or secretariat. These custom headings permit your department to track information that is useful for its particular business purposes. If you see custom headings, you CAN use the fields and you MAY be required to do so. Your department's instructions will explain which fields to use and what entries are valid for those fields. Refer to the PCRS Rules Subsystem section for details on **Sect-** and **Dept-** defined rules.

Besides these custom fields, your department may require you to use non-statutory fields that are normally optional. Program and sub-organization fields, for example, may be required.

BECAUSE THESE CHOICES ARE CONTROLLED BY YOUR DEPARTMENT, IT IS ESSENTIAL THAT YOU OBTAIN YOUR DEPARTMENT'S INSTRUCTIONS. BE CERTAIN THAT THE INSTRUCTIONS YOU OBTAIN ARE FOR THE CURRENT FISCAL YEAR.

## How To Complete The Labor Cost Accounting Default Screen

Each column on the VuAll screen (row, if you have chosen VuOne) is considered a line of distribution. The VuAll screen displays five distribution lines while the VuOne screen has two. Each line contains information about a portion of the employee's total labor cost. EVERY EMPLOYEE WILL HAVE AT LEAST ONE LINE OF ROUTINE DISTRIBUTION.

If your department has chosen to customize PCRS, it will provide you with the information you need to complete this screen.

Once you have this information, complete the following steps:

1. Decide whether or not you need to make entries for one employee, for all employees, or for a list of employees. This determines how you will select employee/s from the Selection screen. You may find it helpful to view the default labor distribution first and copy or screen print it. Use this information to do step 2.
2. Complete the fields on the first line of an employee.  
Hit the <TAB> key to move from field to field.

```

Review or change; <Enter> when done; mark 'M' field to add lines.
VCOSTM02                                     9/29/2000
CTRAEY                                     2:24 PM
Employee: BAY, MARINA                      Auth Hrs: 75.00 Dsp: Hours   FY: 2001
SSN: 028-32-3436 EmpID: PCRS9870          Obj: A01 PosNo: 00008900 Pos Acct: 71090031
          Ln 1 of 1      Ln      of      Ln      of      Ln      of      Ln      of

Distrib 75.000__ M      _____ M      _____ M      _____ M      _____ M
Earn Cde ALL_  -      _____ -      _____ -      _____ -      _____ -
Dept Org XYZ 1000  _____  _____  _____  _____  _____  _____
Acct/Obj 71090100 ALL  _____  _____  _____  _____  _____  _____
Program _____  _____  _____  _____  _____  _____
SOB/SOrg _____  _____  _____  _____  _____  _____
P/C/G I _____  _____  _____  _____  _____  _____
Activity _____  _____  _____  _____  _____  _____
GOLFERS  TIGER _____  _____  _____  _____  _____  _____
HOOPERS _____  _____  _____  _____  _____  _____
Dept 3 _____  _____  _____  _____  _____  _____
Dept 4 _____  _____  _____  _____  _____  _____
Dept 5 _____  _____  _____  _____  _____  _____
Dept 6 _____  _____  _____  _____  _____  _____
Sect 1 _____  _____  _____  _____  _____  _____
Sect 2 _____  _____  _____  _____  _____  _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Done Help Reset Exit VuOne Calc Prcnt Skip Prior <=== ==> Menu

```

Here we have changed the distribution account to 71090100 and added a department defined value of TIGER.

*Note: You must have an approved PCRS rule to change the MMARS appropriation.*

## Labor Distribution

3. If you need a second line to complete your data entry, type **X** in the field beneath the heading **M**. This field is at the head of the first distribution line (VuAll screen) or in the left most position on the second row (VuOne screen). (See next screen.)

This copies all the entries except the distribution amount from the first line to the second line. <**TAB**> to the field on the second line that requires different information and type the new entry.

Be sure to enter a distribution percent in the **Distribution** field. If you are working in the Hours format and the earnings type is REG or ALL, you may enter the number of hours instead of a percent. An entry in that field makes the line a part of the record. If you do not make an entry in the distribution field, the line is erased when you hit <**ENTER**>. This means that you do not have to worry if you create a line you do not need. It also means that you must be careful to make an entry in every line you **DO** need.

```
Review or change; <Enter> when done; mark 'M' field to add lines.
VCOSTM02                                     9/29/2000
CTRAEY                                       2:29 PM
Employee: BAY, MARINA                      Auth Hrs: 75.00 Dsp: Percent FY: 2001
SSN: 028-32-3436 EmpID: PCRS9870          Obj: A01 PosNo: 00008900 Pos Acct: 71090031
Ln 1 of 1      Ln of      Ln of      Ln of      Ln of
Distrib 100.000 M      M      M      M      M
Earn Cde ALL X
Dept Org XYZ 1000
Acct/Obj 71090031 ALL
Program
SOb/SOrg
P/C/G I
Activity
GOLFERS
HOOPERS
Dept 3
Dept 4
Dept 5
Dept 6
Sect 1
Sect 2
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Done Help Reset Exit VuOne Calc Hours Skip Prior <=== ===> Menu
```

4. Repeat step 2 until you have completed all the lines for this employee or until you have filled all the lines available to you on the screen.
5. If you have filled the screen and need additional distribution lines, use <**PF11**> to bring up additional blank lines (<**PF8**> in VuOne). Repeat steps 2-4 until you are done.
6. If you need to return to a line that is no longer visible on the screen, use <**PF10**> to see previous lines for that employee (<**PF7**> in VuOne).

## Labor Distribution

```

Review or change; <Enter> when done; mark 'M' field to add lines.
VCOSTM02                                10/04/2000
CTRANZ                                2:15 PM
Employee: BAY, MARINA                    Auth Hrs: 75.00 Dsp: Percent FY: 2001
SSN: 028-32-3436 EmpID: PCRS9870      Obj: A01 PosNo: 00008900 Pos Acct: 71090031
Ln 1 of 3   Ln 2 of 3   Ln 3 of 3   Ln   of   Ln   of
Distrib 100.000_ M      M      M      M      M
Earn Cde ALL_ -      ALL_ -      ALL_ -      -      -
Dept Org XYZ 1000      XYZ 1000      XYZ 1000      -      -
Acct/Obj 71090031 ALL 71090031 ALL 71090031 ALL -      -
Program -      -      -      -      -
SOB/SOrg -      -      -      -      -
P/C/G I -      -      -      -      -
Activity -      -      -      -      -
GOLFERS -      -      -      -      -
HOOPERS -      -      -      -      -
Dept 3 -      -      -      -      -
Dept 4 -      -      -      -      -
Dept 5 -      -      -      -      -
Dept 6 -      -      -      -      -
Sect 1 -      -      -      -      -
Sect 2 -      -      -      -      -
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Done Help Reset Exit VuOne Calc Hours Skip Prior <=== ===> Menu

```

We have copied two extra lines of distribution that we now need to modify for overtime pay (OTP).

```

Review or change; <Enter> when done; mark 'M' field to add lines.
VCOSTM02                                10/04/2000
CTRANZ                                2:15 PM
Employee: BAY, MARINA                    Auth Hrs: 75.00 Dsp: Percent FY: 2001
SSN: 028-32-3436 EmpID: PCRS9870      Obj: A01 PosNo: 00008900 Pos Acct: 71090031
Ln 1 of 3   Ln 2 of 3   Ln 3 of 3   Ln   of   Ln   of
Distrib 100.000_ M      65.00_ M      55.00_ M      M      M
Earn Cde ALL_ -      OTP -      OTP -      -      -
Dept Org XYZ 1000      XYZ 1000      XYZ 1000      -      -
Acct/Obj 71090031 ALL 71090100 A08 71090031 A08 -      -
Program -      -      -      -      -
SOB/SOrg -      -      -      -      -
P/C/G I -      -      -      -      -
Activity -      -      -      -      -
GOLFERS -      -      -      -      -
HOOPERS -      -      -      -      -
Dept 3 -      -      -      -      -
Dept 4 -      -      -      -      -
Dept 5 -      -      -      -      -
Dept 6 -      -      -      -      -
Sect 1 -      -      -      -      -
Sect 2 -      -      -      -      -
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Done Help Reset Exit VuOne Calc Hours Skip Prior <=== ===> Menu

```

7. After making the entries, hit <PF5> to have the system recalculate the percentage distribution while you are in the record.

If the distribution fields for a particular earnings code do not equal 100%, you will get an error message!

## Labor Distribution

Percent must equal 100, not 120.000 for OTP A08									
VCOSTM02					10/04/2000				
CTRANZ					2:23 PM				
Employee: BAY, MARINA					Auth Hrs: 75.00 Dsp: Percent FY: 2001				
SSN: 028-32-3436 EmpID: PCRS9870					Obj: A01 PosNo: 00008900 Pos Acct: 71090031				
Ln 1 of 3		Ln 2 of 3		Ln 3 of 3		Ln of		Ln of	
Distrib	100.000_ M	65.000_ M	55.000_ M						
Earn Cde	ALL_	OTP_	OTP_						
Dept Org	XYZ 1000	XYZ 1000	XYZ 1000						
Acct/Obj	71090031 ALL	71090100 A08	71090031 A08						
Program									
SOb/SOrg									
P/C/G I									
Activity									
GOLFERS									
HOOPERS									
Dept 3									
Dept 4									
Dept 5									
Dept 6									
Sect 1									
Sect 2									
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---									
Done Help Reset Exit VuOne Calc Hours Skip Prior <=== ==> Menu									

We need to adjust the distribution for OTP so that it equals 100%.

Review or change; <Enter> when done; mark 'M' field to add lines.									
VCOSTM02					10/04/2000				
CTRANZ					2:24 PM				
Employee: BAY, MARINA					Auth Hrs: 75.00 Dsp: Percent FY: 2001				
SSN: 028-32-3436 EmpID: PCRS9870					Obj: A01 PosNo: 00008900 Pos Acct: 71090031				
Ln 1 of 3		Ln 2 of 3		Ln 3 of 3		Ln of		Ln of	
Distrib	100.000_ M	65.000_ M	35.000_ M						
Earn Cde	ALL_	OTP_	OTP_						
Dept Org	XYZ 1000	XYZ 1000	XYZ 1000						
Acct/Obj	71090031 ALL	71090100 A08	71090031 A08						
Program									
SOb/SOrg									
P/C/G I									
Activity									
GOLFERS									
HOOPERS									
Dept 3									
Dept 4									
Dept 5									
Dept 6									
Sect 1									
Sect 2									
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---									
Done Help Reset Exit VuOne Calc Hours Skip Prior <=== ==> Menu									

8. Hit <ENTER> when finished to save your data entry. The system prompts you back to the Selection screen if you selected only one employee.

You are brought to the next record if you selected more than one employee (see below).

## Labor Distribution

```
Review or change; <Enter> when done; mark 'M' field to add lines.
VCOSTM02                                10/04/2000
CTRANZ                                3:00 PM
Employee: BIG, GOLF                      Auth Hrs: 75.00 Dsp: Percent FY: 2001
SSN: 028-32-3438 EmpID: PCRS9871      Obj: A01 PosNo: 00008901 Pos Acct: 71090031
Ln 1 of 1      Ln of      Ln of      Ln of      Ln of
Distrib 100.000_ M      M      M      M      M
Earn Cde ALL_      -      -      -      -      -
Dept Org XYZ 1000      -      -      -      -      -
Acct/Obj 71090031 ALL      -      -      -      -      -
Program      -      -      -      -      -
SOB/SOrg      -      -      -      -      -
P/C/G I      -      -      -      -      -
Activity      -      -      -      -      -
GOLFERS      -      -      -      -      -
HOOPERS      -      -      -      -      -
Dept 3      -      -      -      -      -
Dept 4      -      -      -      -      -
Dept 5      -      -      -      -      -
Dept 6      -      -      -      -      -
Sect 1      -      -      -      -      -
Sect 2      -      -      -      -      -
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Done Help Reset Exit VuOne Calc Hours Skip Prior <=== ===> Menu
```

Hitting **<Enter>** saved our OTP entries for the first employee and brought us directly to the next employee, Golf Big.

To skip an employee record (because you may not need to modify this record), hit **<PF8>**. If you do modify a record and hit **<PF8>**, any changes you made are not saved.

```
Review or change; <Enter> when done; mark 'M' field to add lines.
VCOSTM02                                10/04/2000
CTRANZ                                3:09 PM
Employee: CHAN, ALINA                    Auth Hrs: 75.00 Dsp: Percent FY: 2001
SSN: 028-32-3440 EmpID: PCRS9872      Obj: A01 PosNo: 00008902 Pos Acct: 71090031
Ln 1 of 1      Ln of      Ln of      Ln of      Ln of
Distrib 100.000_ M      M      M      M      M
Earn Cde ALL_      -      -      -      -      -
Dept Org XYZ 1000      -      -      -      -      -
Acct/Obj 71090031 ALL      -      -      -      -      -
Program      -      -      -      -      -
SOB/SOrg      -      -      -      -      -
P/C/G I      -      -      -      -      -
Activity      -      -      -      -      -
GOLFERS      -      -      -      -      -
HOOPERS      -      -      -      -      -
Dept 3      -      -      -      -      -
Dept 4      -      -      -      -      -
Dept 5      -      -      -      -      -
Dept 6      -      -      -      -      -
Sect 1      -      -      -      -      -
Sect 2      -      -      -      -      -
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Done Help Reset Exit VuOne Calc Hours Skip Prior <=== ===> Menu
```

Hitting **<PF8>** skipped Golf Big and brought us to the next employee, Alina Chan.

## Section II – Cost Accounting Exceptions

### Overview

Cost accounting (labor) exceptions share a major characteristic of payroll and attendance exceptions. That is, these exceptions affect **ONLY** the single pay period for which they are posted. They are never permanent changes. If an employee's routine labor distribution work schedule needs to change permanently, use the Maintain Cost Accounting Defaults function to record the permanent change.

Cost accounting exceptions may occur whether or not there is an accompanying attendance or payroll exception.

### How to Access The Maintain Cost Accounting Exception Record

See the section on Accessing PCRS for how to get to the PCRS Main Menu.

Once at the **PCRS Main Menu**, access an employee's exception record using menu selection **01 Cost Accounting Exceptions**:

```

Choose an option or press <PF3> to exit PCRS.
Cost accounting defaults not changed.
VPCRS000 **** P C R S **** (SYSTEM TEST)  TEST: Work In Progress      9/29/2000

CTRAEY                                PCRS Main Menu                                2:47 PM
-----
Selection: 1

01 Cost Accounting Exception Posting

02 Cost Accounting Default Distribution
03 Cost Accounting Adjustments
04 Cost Accounting Rules
06 Release Held Paychecks (CTR Only)
07 PCRS System Maintenance (CTR Only)
08 PMIS Main Menu

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Done  Help  Reset Exit

```

Hit <ENTER>.



## Labor Distribution

```
Specify employee or use list; <Enter> when done.
VPCRS01  **** P C R S **** (SYSTEM TEST)  TEST: Work In Progress      9/29/2000
CTRAEY          Maintain Current Labor Exceptions      9:27 AM
-----
Select Employee, Organization, and Function

Current Period
-----
Year: 2000
Pay Period End Date: 09/16/2000

Department/Org: ____

( Show List _ ) ( Select All _ )

Employee SSN: _____
OR
Employee ID:  _____

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Done  Help  Reset Exit                               Maint Menu
```

To Select employees, use the same steps outlined in the Maintain Cost Accounting Default section (pp5-5, 5-6).

Select an employee record:

```
Specify employee or use list; <Enter> when done.
VPCRS01  **** P C R S **** (SYSTEM TEST)  TEST: Work In Progress      9/29/2000
CTRAEY          Maintain Current Labor Exceptions      9:27 AM
-----
Select Employee, Organization, and Function

Current Period
-----
Year: 2000
Pay Period End Date: 09/16/2000

Department/Org: XYZ 1000

( Show List x ) ( Select All _ )

Employee SSN: _____
OR
Employee ID:  _____

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Done  Help  Reset Exit                               Maint Menu
```

Enter Department/Org and Show List.

Hit <ENTER>.

## Labor Distribution

Response:

```

                                -Choose Employees-

Mark to Select. <PF8> for more. <Entr> when done.
(Start From Last Name: _____)
Sel Employee ID      SSN      Employee Name      Position
-----
X PCRS2003      200-32-0032 Public, John Q.      00222003
- PCRS2004      200-42-0042 PCRS, 2004      00222004
- PCRS2022      202-22-2202 PCRS, 2020      00222032
- PCRS8412      000-00-8412 Test,PCRS8412      00008427
- PCRS8413      000-00-8413 Test,PCRS8413      00008431
- PCRS8414      000-00-8414 Test,PCRS8414      00008433
- PCRS8415      000-00-8415 Test,PCRS8415      00008435
- PCRS8061      580-61-8061 8061,PCRS      00008023
- PCRS8062      580-62-8062 8062,PCRS      00008024
- PCRS8063      580-63-8063 8063,PCRS      00008025

Employee ID: _____

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--
-Done Help Reset Exit                               Maint Menu

```

Choose an employee.

Hit <ENTER>.

Response: John Q. Public's Exception Record

```

VEXCPM02  **** P C R S **** (SYSTEM TEST) TEST: Work In Progress      9/29/2000
CTRAEY      Maintain Current Labor Exceptions      3:02 PM
-----
Dept Org   : XYZ 1000 Auth.Hrs: 75.00 Pay Period Ending: 9/16/2000 FY: 2001
Name: Public, John      Excppts shown as of last HRCMS Paycalc
SSN: 200320032 EmpID: PCRS2003 Obj: A01 Pos No: 00222003 Pos Acct: 95040100
-----
Slct Earn Obj Line ----- Cost Distribution Categories ----- Line
Line Type Code Total Account Org Pgm SOrg Dpt SObj Prj/Cl/GRC I More Total
-----
- REG A01 75.000 95040100 1000 1050 _ XYZ _ _ _ _ _ 75.000
-
-
-
-
-----
Next SSN: _____ or Next ID: _____ Display Mode: Hours
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Done Help Reset Exit      Prcnt Deflt Back Frwd Prior Skip      Menu

```

The standard layout of fields for data entry is highlighted.

## Exception Screen Features

### Screen Layout Options:

You can change the layout of the Exception Screen's fields for easier data entry by modifying **PCRS Rule 23**. See the detailed description of this rule in the Rules Section of this manual.

The layout choices are on the following screen. If Department XYZ wanted to enter their Dept-1 values first, then Account Number and Org values, they would select the 4<sup>th</sup> option on the list:

```

Modify exception screen rule, or use PFkeys to exit.

VRULM23M          **** P C R S **** (TEST)          10/03/2000
CTRAEY            Maintain PCRS Rules Table          11:17 AM
-----
                                Modify Exception Screen Layout Rule
Department: XYZ

Select one (or blank to delete):

_      Acct      Org      Sub-obj      PRJ/CL/GRC/I
_      Sub-obj   Org      PRJ/CL/GRC/I   Program
_      Sub-obj   Acct     PRJ/CL/GRC/I   Program
X     Dept-1    Acct     Org           Program
_      Dept-1    Org      PRJ/CL/GRC/I   Activity
_      Acct      Dept-1    Dept-6      Dept-2
_      Acct      Org      Program      Dept-1
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10-PF11---PF12---
Done Help Reset Exit                               Prior Menu

```

Hit **<ENTER>**. The Exception Screen will change to:

```

MODIFY DATA, USE SLCT LINE, MARK MORE, OR USE PF-KEYS.

VEXCPM06          **** P C R S **** (SYSTEM TEST)  TEST: Work In Progress  10/03/2000
CTRAEY            Maintain Current Labor Exceptions  11:14 AM
-----
Dept Org : XYZ 1000 Auth.Hrs: 75.00 Pay Period Ending: 9/16/2000 FY: 2001
NAME: Public, John          ExcpTs shown as of last HRCMS Paycalc
SSN: 200320032 EmpID: PCRS2003   Obj: A01 Pos No: 00222003 Pos Acct: 95040100
-----
Slct Earn Obj Line ----- Cost Distribution Categories ----- Line
Line Code Code Total  BOND Account Org Prog SObj Sorg More Total
-----
_      REG A01 75.000 _____ 95040100 1000 _____ - 75.000
_
_
_
_
_
_
-----
Next SSN: _____ or Next ID: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10-PF11---PF12---
Done Help Reset Exit          Prcnt Deflt Back Frwd Prior Skip Menu

```

Notice that a Department Defined Rule 1 has been added and is titled **BOND** (not James).

## Labor Distribution

### Percent or Hours Display:

This example looks at a different employee record. The default display is HOURS:

```
MODIFY DATA, USE SLCT LINE, MARK MORE, OR USE PF-KEYS.

VEXCPM02  **** P C R S **** (SYSTEM TEST)  TEST: Work In Progress      9/29/2000
CTRAEY                      Maintain Current Labor Exceptions          9:30 AM
-----
Dept Org   : XYZ 1000  Auth.Hrs: 75.00  Pay Period Ending: 9/16/2000  FY: 2001
Name: PCRS, Rule                      Excpts shown as of last HRCMS Paycalc
SSN: 200320032 EmpID: PCRS2003      Obj: A01 Pos No: 00222003 Pos Acct: 95040100
-----
Slct Earn Obj Line ----- Cost Distribution Categories ----- Line
Line Type Code Total  Account  Org Pgm  SOrg Dpt SObj Prj/Cl/GRC I More Total
-----
-   HLN  A01   4.500  95040100 1000 1050  _   XYZ  _   _   _   _   _   4.500
-   HLN  A01   3.000  95040101 1000 1050  _   XYZ  _   _   _   _   _   3.000
-   REG  A01  40.500  95040100 1000 1050  _   XYZ  _   _   _   _   _  40.500
-   REG  A01  27.000  95040101 1000 1050  _   XYZ  _   _   _   _   _  27.000
-
-
-
-
-----
Next SSN: _____ or Next ID: _____  Display Mode: Hours
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Done Help Reset Exit      Prcnt Deflt Back Frwd Prior Skip Menu
```

To display PERCENT, use the <PF5> key:

```
MODIFY DATA, USE SLCT LINE, MARK MORE, OR USE PF-KEYS.

VEXCPM02  **** P C R S **** (SYSTEM TEST)  TEST: Work In Progress      9/29/2000
CTRAEY                      Maintain Current Labor Exceptions          9:32 AM
-----
Dept Org   : XYZ 1000  Auth.Hrs: 75.00  Pay Period Ending: 9/16/2000  FY: 2001
Name: PCRS, Rule                      Excpts shown as of last HRCMS Paycalc
SSN: 200320032 EmpID: PCRS2003      Obj: A01 Pos No: 00222003 Pos Acct: 95040100
-----
Slct Earn Obj Line ----- Cost Distribution Categories ----- Line
Line Type Code Total  Account  Org Pgm  SOrg Dpt SObj Prj/Cl/GRC I More Total
-----
-   HLN  A01  60.000  95040100 1000 1050  _   XYZ  _   _   _   _   _  60.000
-   HLN  A01  40.000  95040101 1000 1050  _   XYZ  _   _   _   _   _  40.000
-   REG  A01  60.000  95040100 1000 1050  _   XYZ  _   _   _   _   _  60.000
-   REG  A01  40.000  95040101 1000 1050  _   XYZ  _   _   _   _   _  40.000
-
-
-
-
-----
Next SSN: _____ or Next ID: _____  Display Mode: Percent
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Done Help Reset Exit      Hours Deflt Back Frwd Prior Skip Menu
```

You can toggle back and forth during your session between Hours and Percent. But whenever you begin a new session, the Hours display will appear first.

## Labor Distribution

### Viewing/Accessing all of the Labor Distribution fields on a record:

To see all of the labor distribution fields and values for an earnings code, place an **X** in the **More** column next to the desired EARN TYPE.

```
MODIFY DATA, USE SLCT LINE, MARK MORE, OR USE PF-KEYS.

VEXCPM02  **** P C R S **** (SYSTEM TEST)  TEST: Work In Progress      9/29/2000
CTRAEY          Maintain Current Labor Exceptions                      9:30 AM

-----
Dept Org   : XYZ 1000  Auth.Hrs: 75.00  Pay Period Ending: 9/16/2000  FY: 2001
Name: PCRS, Rule                               Excpmts shown as of last HRCMS Paycalc
SSN: 200320032 EmpID: PCRS2003   Obj: A01 Pos No: 00222003 Pos Acct: 95040100
-----
Slct Earn Obj Line ----- Cost Distribution Categories ----- Line
Line Type Code Total Account Org Pgm SOrg Dpt SObj Prj/Cl/GRC I More Total
-----
-   HLN  A01   4.500 95040100 1000 1050 -   XYZ - - - - - 4.500
-   HLN  A01   3.000 95040101 1000 1050 -   XYZ - - - - - 3.000
-   REG  A01  40.500 95040100 1000 1050 -   XYZ - - - - - X 40.500
-   REG  A01  27.000 95040101 1000 1050 -   XYZ - - - - - 27.000
-
-
-
-
-----
Next SSN: _____ or Next ID: _____ Display Mode: Hours
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Done Help Reset Exit      Prcnt Deflt Back Frwd Prior Skip Menu
```

Hit **<ENTER>** and you are presented with a pop-up window with all cost categories displayed. You may use this window for review or for data entry.

```

                                     COST DISTRIBUTION CATEGORIES
VEXCPM02  **** P C R S **** (SYS  Department      XYZ      0
CTRAEY          Maintain C  Organization    1000      M
-----
Dept Org   : XYZ 1000  Auth.Hrs:  Account      95040100  -
Name: PCRS, Rule                               Program      1050
SSN: 200320032 EmpID: PCRS2003   Sub Object    -
-----
Slct Earn Obj Line ----- C  Sub Organization -
Line Type Code Total Account O Project/Client/GRC -
-----
-   HLN  A01   4.500 95040100 1 PCG Indicator  -
-   HLN  A01   3.000 95040101 1 Activity          -
-   REG  A01  40.500 95040100 1 PROJECT          FOOD -
-   REG  A01  27.000 95040101 1 BUILDING         -
-                                     FED HRS          0
-                                     Dept 4            0
-                                     Dept 5            0
-                                     ACTIVITY
-                                     Sect 1
-                                     Sect 2
-----
Next SSN: _____ or Next ID: _____ Display Mode: Hours
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Done Help Reset Exit      Prcnt Deflt Back Frwd Prior Skip Menu
```

Hit **<ENTER>** to close the window.

## Labor Distribution

### *Examples of Exception Postings*

Following are two examples of labor exception postings.

#### Example 1:

Employee John Q. Public normally charges all of his time to account 9504-0100. However, during a single pay period, because of deadline pressures, Mr. Public spends his time exclusively doing work charged to account 9504-3333. For that period only, 100% percent of his time should be charged to that account. This requires a cost accounting exception, even though there is no attendance exception involved. All of Mr. Public's work is REG time, the normal attendance code.

To post this exception, you first select the employee record, as shown earlier.

VEXCPM02		**** P C R S ****		(SYSTEM TEST)		TEST: Work In Progress		9/29/2000		
CTRAEY		Maintain Current Labor Exceptions						3:02 PM		
-----										
Dept Org		: XYZ 1000		Auth.Hrs: 75.00		Pay Period Ending: 9/16/2000		FY: 2001		
Name: Public, John		Excpts shown as of last HRCMS Paycalc								
SSN: 200320032		EmpID: PCRS2003		Obj: A01		Pos No: 00222003		Pos Acct: 95040100		
-----										
Slct	Earn	Obj	Line	-----		Cost Distribution Categories			-----	Line
Line	Type	Code	Total	Account	Org	Pgm	SOrg	Dpt	SObj	Prj/C1/GRC I More Total
-----										
-	REG	A01	75.000	95040100	1000	1050	-	XYZ	-	75.000
-										
-										
-										
-										
-----										
Next SSN: _____ or Next ID: _____ Display Mode: Hours										
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---										
Done Help Reset Exit Prct Deflt Back Frwd Prior Skip Menu										

In this example we are moving all charges to another account.

*Note: You must have an approved PCRS rule to change the MMARS appropriation account.*

In the Account field, simply change the last four digits of the MMARS appropriation number from **0100** to **3333**.

## Labor Distribution

```

MODIFY DATA, USE SLCT LINE, MARK MORE, OR USE PF-KEYS.

VEXCPM02  **** P C R S **** (SYSTEM TEST)  TEST: Work In Progress      9/29/2000
CTRAEY                      Maintain Current Labor Exceptions          3:02 PM
-----
Dept Org   : XYZ 1000  Auth.Hrs: 75.00  Pay Period Ending: 9/16/2000  FY: 2001
Name: Public, John                      Excppts shown as of last HRCMS Paycalc
SSN: 200320032 EmpID: PCRS2003      Obj: A01 Pos No: 00222003 Pos Acct: 95040100
-----
Slct Earn Obj Line ----- Cost Distribution Categories ----- Line
Line Type Code Total  Account  Org  Pgm  SOrg Dpt SObj Prj/Cl/GRC I More Total
-----
-   REG  A01   75.000 95043333 1000 1050  _ XYZ  _  _  _  _  _  _  75.000
-
-
-
-----
Next SSN: _____ or Next ID: _____ Display Mode: Hours
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Done Help Reset Exit          Prcnt Deflt Back Frwd Prior Skip Menu

```

Hit **<ENTER>** to save your changes. The system either moves you to the next record or returns to the select screen.

*Note: At the bottom of this screen you see the **Next SSN** and **Next ID** fields. Enter a value in one of these fields to take you to another employee record, if desired. To skip a record in a selected group, use **<PF10>**.*

## Labor Distribution

### How to Create Additional Distribution Lines

#### Example 2:

In another example, you might want to split the **REG** charges for an employee between two different MMARS appropriations. To move 22 hours of the 40.50 REG hours for appropriation 95040100, to appropriation 95040032:

1. Access the employee's Exception screen.

```
MODIFY DATA, USE SLCT LINE, MARK MORE, OR USE PF-KEYS.

VEXCPM02  **** P C R S **** (SYSTEM TEST)  TEST: Work In Progress      9/29/2000
CTRAEY          Maintain Current Labor Exceptions                      9:30 AM

-----
Dept Org   : XYZ 1000  Auth.Hrs: 75.00  Pay Period Ending: 9/16/2000  FY: 2001
Name: PCRS, Rule                               Excppts shown as of last HRCMS Paycalc
SSN: 200320032 EmpID: PCRS2003   Obj: A01 Pos No: 00222003 Pos Acct: 95040100
-----
Slct Earn Obj Line ----- Cost Distribution Categories ----- Line
Line Type Code Total  Account  Org  Pgm  SOrg Dpt  SObj Prj/Cl/GRC I More Total
-----
-   HLN  A01   4.500  95040100 1000 1050  _   XYZ  _   _   _   _   4.500
-   HLN  A01   3.000  95040101 1000 1050  _   XYZ  _   _   _   _   3.000
-   REG  A01  40.500  95040100 1000 1050  _   XYZ  _   _   _   _  40.500
-   REG  A01  27.000  95040101 1000 1050  _   XYZ  _   _   _   _  27.000
-
-
-
-
-----
Next SSN: _____ or Next ID: _____ Display Mode: Hours
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Done Help Reset Exit          Prcnt Deflt Back Frwd Prior Skip          Menu
```

The display is HOURS.

```
MODIFY DATA, USE SLCT LINE, MARK MORE, OR USE PF-KEYS.

VEXCPM02  **** P C R S **** (SYSTEM TEST)  TEST: Work In Progress      9/29/2000
CTRAEY          Maintain Current Labor Exceptions                      9:30 AM

-----
Dept Org   : XYZ 1000  Auth.Hrs: 75.00  Pay Period Ending: 9/16/2000  FY: 2001
Name: PCRS, Rule                               Excppts shown as of last HRCMS Paycalc
SSN: 200320032 EmpID: PCRS2003   Obj: A01 Pos No: 00222003 Pos Acct: 95040100
-----
Slct Earn Obj Line ----- Cost Distribution Categories ----- Line
Line Type Code Total  Account  Org  Pgm  SOrg Dpt  SObj Prj/Cl/GRC I More Total
-----
-   HLN  A01   4.500  95040100 1000 1050  _   XYZ  _   _   _   _   4.500
-   HLN  A01   3.000  95040101 1000 1050  _   XYZ  _   _   _   _   3.000
X   REG  A01  40.500  95040100 1000 1050  _   XYZ  _   _   _   _  40.500
-   REG  A01  27.000  95040101 1000 1050  _   XYZ  _   _   _   _  27.000
-
-
-
-
-----
Next SSN: _____ or Next ID: _____ Display Mode: Hours
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Done Help Reset Exit          Prcnt Deflt Back Frwd Prior Skip          Menu
```



## Labor Distribution

- Place an X in the Select Line field next to REG for 40.5 hours and hit <ENTER>. You are presented with a screen of just the **REG** hours for that line:

```

Enter values for new lines; <Enter> when done. <PF2> to abandon operation.

VEXCPM09  **** P C R S **** (SYSTEM TEST)  TEST: Work In Progress      9/29/2000
CTRAEY          Maintain Current Labor Exceptions                      9:43 AM

-----
Dept Org   : XYZ 1000  Auth.Hrs: 75.00  Pay Period Ending: 9/16/2000  FY: 2001
Name: PCRS, Rule
SSN: 200320032 EmpID: PCRS2003   Obj: A01 Pos No: 00222003 Pos Acct: 95040100
-----
Account  Org      SObj  Prj/Cl/GRC I   Dpt  Pgm   SOrg Activity  More  Line
-----
95040100 1000    ---      ---      ---  XYZ   1050    ---      ---  40.500
95040100 1000    ---      ---      ---  XYZ   1050    ---      ---  ---
95040100 1000    ---      ---      ---  XYZ   1050    ---      ---  ---
95040100 1000    ---      ---      ---  XYZ   1050    ---      ---  ---
95040100 1000    ---      ---      ---  XYZ   1050    ---      ---  ---
95040100 1000    ---      ---      ---  XYZ   1050    ---      ---  ---
95040100 1000    ---      ---      ---  XYZ   1050    ---      ---  ---
95040100 1000    ---      ---      ---  XYZ   1050    ---      ---  ---
-----
Earnings Code: REG  Object Code: A01  Display Mode: Hours

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Done      Reset
  
```

Notice that the display for the earnings code you are modifying is at the bottom of the screen. If you see the wrong code, use the <PF2> key to return to the original display, then select the correct code.

- Make your change to the **Account** (95040032) and **Hours Total** (22) fields on the second line of REG:

```

Enter values for new lines; <Enter> when done. <PF2> to abandon operation.

VEXCPM09  **** P C R S **** (SYSTEM TEST)  TEST: Work In Progress      9/29/2000
CTRAEY          Maintain Current Labor Exceptions                      9:43 AM

-----
Dept Org   : XYZ 1000  Auth.Hrs: 75.00  Pay Period Ending: 9/16/2000  FY: 2001
Name: PCRS, Rule
SSN: 200320032 EmpID: PCRS2003   Obj: A01 Pos No: 00222003 Pos Acct: 95040100
-----
Account  Org      SObj  Prj/Cl/GRC I   Dpt  Pgm   SOrg Activity  More  Line
-----
Account 95040100 1000    ---      ---      ---  XYZ   1050    ---      ---  40.500
95040032 1000    ---      ---      ---  XYZ   1050    ---      ---  22
95040100 1000    ---      ---      ---  XYZ   1050    ---      ---  ---
95040100 1000    ---      ---      ---  XYZ   1050    ---      ---  ---
95040100 1000    ---      ---      ---  XYZ   1050    ---      ---  ---
95040100 1000    ---      ---      ---  XYZ   1050    ---      ---  ---
95040100 1000    ---      ---      ---  XYZ   1050    ---      ---  ---
95040100 1000    ---      ---      ---  XYZ   1050    ---      ---  ---
-----
Earnings Code: REG  Object Code: A01  Display Mode: Hours

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Done      Reset
  
```

- Hit <ENTER>. You are returned to the Exception screen where you can verify the change.

## Labor Distribution

```

MODIFY DATA, USE SLCT LINE, MARK MORE, OR USE PF-KEYS.

VEXCPM02  **** P C R S **** (SYSTEM TEST)  TEST: Work In Progress      9/29/20
CTRAEY                               Maintain Current Labor Exceptions      9:41
-----
Dept Org   : XYZ 1000  Auth.Hrs: 75.00  Pay Period Ending: 9/16/2000  FY: 200
Name: PCRS, Rule                               Excppts shown as of last HRCMS Paycal
SSN: 200320032 EmpID: PCRS2003   Obj: A01 Pos No: 00222003 Pos Acct: 9504010
-----
Slct Earn Obj Line  ----- Cost Distribution Categories -----      Line
Line Type Code Total Account Org Pgm SOrg Dpt SObj Prj/Cl/GRC I More      Total
-----
-   HLN  A01    4.500 95040100 1000 1050  _ XYZ  _ _ _ _ _ _ _ _ _ _      4.5
-   HLN  A01    3.000 95040101 1000 1050  _ XYZ  _ _ _ _ _ _ _ _ _ _      3.0
-   REG  A01   18.500 95040100 1000 1050  _ XYZ  _ _ _ _ _ _ _ _ _ _   18.5
-   REG  A01   22.000 95040032 1000 1050  _ XYZ  _ _ _ _ _ _ _ _ _ _   22.0
-   REG  A01   27.000 95040101 1000 1050  _ XYZ  _ _ _ _ _ _ _ _ _ _   27.0
-
-
-
-----
Next SSN: _____ or Next ID: _____ Display Mode: Hours
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Done  Help  Reset Exit          Prcnt Deflt Back  Frwd  Prior Skip          Menu

```

Note: The system will calculate the new distribution based on your entry, moving **22** hours to account 95040032 and leaving **18.5** hours at 9040100.

If you determine that the entries are incorrect you can delete them with the <PF6> key. The system will ask you to confirm the deletion.

```

VEXCPM06  **** P C R S **** (SYSTEM TEST)  TEST: Work In Progress      10/03/2000
CTRAEY                               Maintain Current Labor Exceptions      11:16 AM
-----
Dept Org   : XYZ 1000  Auth.Hrs: 75.00  Pay Period Ending: 9/16/2000  FY: 2001
NAME: PCRS, Rule                               Excppts shown as of last HRCMS Paycalc
SSN: 200320                                2003   Pos Acct: 9504010
-----
Slct Earn Obj      WARNING! CONFIRM DELETION                               Line
Line Code Cod      Warning! All Cost Accounting                          ries -----
                          Exceptions for this employee will                SObj   SOrg  More Total
                          be deleted and the default                      -----
                          restored. Please confirm.
-   HLN  A01      Delete? N ( Y/N )                                     _ _ _ _ _      4.5
-   HLN  A01      _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _      3.0
-   REG  A01      _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _   18.5
-   REG  A01      _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _   22.0
-   REG  A01      _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _   27.0
-
-
-
-----
Next SSN: _____ or Next ID: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Done  Help  Reset Exit          Prcnt Deflt Back  Frwd  Prior Skip          Menu

```

## Labor Distribution

If you delete, you are returned to the original screen which displays the employee's labor distribution according to their Cost Accounting Default Record (i.e. before exceptions).

```

MODIFY DATA, USE SLCT LINE, MARK MORE, OR USE PF-KEYS.

VEXCPM02  **** P C R S **** (SYSTEM TEST)  TEST: Work In Progress      9/29/2000
CTRAEY          Maintain Current Labor Exceptions                      9:30 AM
-----
Dept Org   : XYZ 1000  Auth.Hrs: 75.00  Pay Period Ending: 9/16/2000  FY: 2001
Name: PCRS, Rule                               Excpts shown as of last HRCMS Paycalc
SSN: 200320032 EmpID: PCRS2003   Obj: A01 Pos No: 00222003 Pos Acct: 95040100
-----
Slct Earn Obj Line ----- Cost Distribution Categories ----- Line
Line Type Code Total  Account Org Pgm SOrg Dpt SObj Prj/Cl/GRC I More Total
-----
-   HLN  A01   4.500  95040100 1000 1050  _   XYZ  _   _   _   _   _   4.500
-   HLN  A01   3.000  95040101 1000 1050  _   XYZ  _   _   _   _   _   3.000
-   REG  A01  40.500  95040100 1000 1050  _   XYZ  _   _   _   _   _  40.500
-   REG  A01  27.000  95040101 1000 1050  _   XYZ  _   _   _   _   _  27.000
-
-
-
-
-----
Next SSN: _____ or Next ID: _____ Display Mode: Hours
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Done Help Reset Exit          Prcnt Deflt Back Frwd Prior Skip          Menu
  
```

Once you've finished modifying this record, hit **<ENTER>** to save your changes. The system either moves you to the next record or returns to the select screen.

*Note: At the bottom of this screen you see the **Next SSN** and **Next ID** fields. Enter a value in one of these fields to take you to another employee record, if desired. To skip a record in a selected group, use **<PF10>**.*

\_\_\_\_\_

PCRS generates a unified Time Log that displays for all employees:

Changes in routine as well as attendance, payroll and cost accounting exceptions can be written on the log and authorized by the supervisor who signs it. While the illustration shows the official Time Log, your department may use a substitute.

The time logs are printed on a weekly basis, thus there are two per pay period.

BCOSTP04		WEEKLY TIME LOG										RUN DATE: 2000/09/28	
DEPT-ORG: XYZ5000		ARCHITECTURAL ACCESS BOARD										PAGE: 2	
MAIL DROP ID: 0001-												WEEK END DATE: 2000-09-30	
												PAY PERIOD END DATE: 2000-10-07	
SN/	EMPL-ID POS/	AUTH HRS/	SUN	MON	TUE	WED	THU	FRI	SAT	PAYR	EXCP	LEAVE	
ITLECD/BU	NAME/	TYP HRS	(09/24)	(09/25)	(09/26)	(09/27)	(09/28)	(09/29)	(09/30)			BALANCES	
ERCENT/	EMPL-STATUS	EARN	ACCOUNT	ORG	PRGM	SUB ORG	DEPT	SUB OBJ	PROJ/CLI/GRC	I	SUB	OBJ CD	
IST HOURS		CAT	DEPT-1	DEPT-2	DEPT-3	DEPT-4	DEPT-5	DEPT-6			SEC-1	ACT CD	
												RC	
												SEC-2	
001-01-0001	000001	00044869 40.00	! _____	! 8.00	! 8.00	! 8.00	! 8.00	! 8.00	! _____	! SDF	_____	PER 12.00	
E97413 000	OSMOND	REG	!	!	!	!	!	!	!	! ADF	_____	COM _____	
	DONNY	J	!	!	!	!	!	!	!	!	!	PLC _____	
			!	!	!	!	!	!	!	!	!	VAC 42.00	
	ACTIVE		!	!	!	!	!	!	!	!	!	SIC 138.75	
			!	!	!	!	!	!	!	!	!		
100.000 %		ALL	80000500	5000	_____	_____	AAB	_____	_____	_____	ALL	_____	
40.00													
COMMENTS :													
VAS: ----- PES: ----- CIS: ----- SLC: ----- SFC: -----													

The PCRS Time Log is sorted by Mail Drop ID within Department-Org. Employees are listed alphabetically within Mail Drop ID. Employees without a Mail Drop ID assignment in HRCMS appear first on the time log.

The log will have signature pages at the Mail Drop ID break, before the new Mail Drop ID information.